

12 December 1944

--TO: Joint Intelligence Study Publishing Board

--FROM: Capt. McCaskill

--SUBJECT: Grade Promotion; Louise T. Welton

1. It is recommended that Louise Welton be promoted from Civil Service rating of SP-6, Senior Engineering Draftsman at \$2100 (p.a.) to SP-7, Cartographic Draftsman at \$2300 (p.a.)

2. Mrs. Welton acts under the direct supervision of the Senior Cartographer, SP-4, and in this connection -

1. Performs drafting problems requiring great technical skill and the exercise of independent judgment.

2. Assists on compilation problems assigned.

3. Exercises independent judgment on all questions of technical presentation and is responsible for good judgment in questions which involve some knowledge of cartography.

4. Has direct supervision over work performed by military personnel equivalent to grades SP-3 to SP-6.

5. Checks maps in progress or maps completed according to detailed outline for checking errors and supervises the execution of corrections.

6. Performs such other duties as may be assigned and maintains adequate security of material for which she is responsible.

JCS Declassification/Release Instructions on File